



APPLICATION FOR A LEAVE OF ABSENCE (PGR STUDENTS ONLY)

PLEASE ENSURE THAT ALL PARTS OF THE FORM ARE COMPLETED TO AVOID DELAYS IN PROCESSING YOUR APPLICATION. GUIDANCE NOTES ARE ATTACHED. THE APPROVED FORM WILL BE SENT TO YOUR UNIVERSITY EMAIL ADDRESS

1. Student's Details:

Full Name and Correspondence Address: _____ _____ _____	Registration Number:	Department:
	Programme of Study:	Course Type: (e.g. standard PGR, Joint/Remote Location, SEERC, Joint Awarded)
	Date of Entry:	Current Time Limit:
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Staff Candidate		Are you a Non-UK/EU/EEA Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No
Source of Financial Support for Registration Period:	Have you informed your financial sponsor of this request for a Change of Candidature? If not please do so. <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Application for a Leave of Absence:

Period of Leave of Absence Requested (in months)		From (date)		To (date)	
Is this your first request for a period of Leave of Absence? <input type="checkbox"/> Yes <input type="checkbox"/> No – please indicate the number of months previously approved. Please note: it is not normal practice for the University to approve lengthy periods of Leave of Absence.					
Reasons for the Request (please tick the appropriate box(es) below) <input type="checkbox"/> Academic <input type="checkbox"/> Financial <input type="checkbox"/> Medical* <input type="checkbox"/> Personal • * Please note: if you wish to apply for a leave of absence on purely medical grounds, you must obtain a medical certificate and submit it along with your completed form. You may only resume your studies if you are certified fit to do so by the University Health Service.					
Additional supporting details must be provided below (attach additional sheets if necessary) Please note that incomplete applications will not be processed					
Signature of Student:			Date:		

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3. Supervisor's Statement:

Please indicate here whether or not the student's application is supported (attach additional sheets if necessary)

Please note that this information will be released to students

Name of Supervisors: (please print and indicate the supervisor with prime responsibility with an asterisk)

Signature of Supervisor(s):

Signature of Head of Department/Departmental Graduate Director/PG Tutor:

4. Non-UK/EU/EEA Citizens:

This section applies to students who are studying in the UK subject to immigration regulations, i.e. non-EU/EEA citizens who need permission to enter/remain in the UK. Your application to take a period of Leave of Absence will not be processed until you have spoken to a University immigration adviser. Please email: international.students@sheffield.ac.uk or visit Student Support and Guidance on Level 6, University House to make an appointment. If you hold a Tier 4 student visa your Leave of Absence will be reported to the Home Office. The Home Office requires all educational institutions to do this. Once you have been reported, the Home Office may contact you directly.

For Student Support and Guidance use only:

Does this Change of Candidature require reporting to the Home Office?

Yes No

I confirm that this student has been advised about the immigration regulations relating to Leave of Absence and is aware that this action may be reported to the UK Government according to Home Office instructions.

Signature of SSG Staff Member:

Date:

CAS number:

PLEASE RETURN COMPLETED FORM TO: RESEARCH DEGREE SUPPORT, NEW SPRING HOUSE, 231 GLOSSOP ROAD, SHEFFIELD S10 2GW

5. Confirmation of Status – for Research & Innovation Services Staff Use Only:

Passed for RCUK sponsor checks, where relevant: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Approved by RCUK sponsor, where relevant: <input type="checkbox"/> Yes <input type="checkbox"/> No
Approved by the Faculty: <i>Official Stamp</i> Signature (Faculty Officer): Date Approved:	Completed only if referred to the Pro-Vice-Chancellor for R & I: Recommendation from the Faculty Officer regarding the Period of Leave of Absence (in months): From: _____ To: _____ Signature (Pro-Vice Chancellor for Research & Innovation): Date Approved:
Approved Leave of Absence Details: Length of Leave of Absence approved (in months): From: _____ To: _____	Revised Candidature Details: Revised Period of Registration for Fee Paying Purposes: Revised Time Limit for the Submission of the Thesis:

Notes of Guidance: Application for a Leave of Absence (PGR Students only)

Leave of absence on medical grounds

If you wish to apply for a Leave of Absence on medical grounds, you must obtain a medical certificate and submit it along with your completed form. If your candidature has been suspended on medical grounds, it is a requirement of the University that you may only resume your studies if you are certified fit to do so by the University Health Service. You must submit a certification either from the University Health Service or your GP to indicate that you are able to recommence your programme of study. This should be submitted to Research & Innovation Services prior to recommencing your studies.

Immigration information for non-UK/EU/EEA students

If you are studying in the UK on a student visa you should be aware that remaining in the UK whilst not registered on a full time programme may mean that you are breaking immigration regulations. This could affect your current visa status and/or any future applications for a visa extension or a new UK visa. Your Leave of Absence will not be processed until you have spoken to a University immigration advisor.

If you hold a Tier 4 student visa you should note that the University is required to report all overseas students who are on extended periods of Leave of Absence to the Home Office, who will expect them to return to their home country for the duration of the Leave of Absence. Students in the UK subject to immigration regulations must be fully registered and attending in order to meet the conditions of the student visa. Leave of Absence (both current and retrospective) cannot be approved unless the student has a medical certificate to cover the whole period requested or unless the student left, or intends to leave, the UK during this time.

The Home Office requires all educational institutions to do this. Once you have been reported, the Home Office may contact you directly. If you require any information or advice about your immigration status please email an immigration adviser at international.students@sheffield.ac.uk

Leave of Absence for sponsored students

Please note that it is essential that you notify your sponsor of the period of Leave of Absence (suspension of your candidature).

Students who are sponsored by a UK Research Council should be aware that any changes to their student status will need to be notified to their sponsors and may require their sponsor's approval prior to being considered by the Faculty. This includes requests for the following: Leave of Absence, time limit extensions, changes to mode of attendance, changes in supervisors or research topics, transfers and withdrawals, maternity leave. Students should be aware that this may delay the consideration of their request, which should be submitted in good time.

Research & Innovation Services Faculty Administrator Contact Details

Faculty of Arts & Humanities	Mrs Anne Hardy	0114 222 6087	a.hardy@shef.ac.uk
Faculty of Engineering	Mrs Kath Wellum	0114 222 4012	k.wellum@shef.ac.uk
Faculty of Medicine, Dentistry & Health	Miss Claire Leavitt	0114 222 1412	c.leavitt@shef.ac.uk
Faculty of Science	Mrs Natalie Barks	0114 222 1426	n.barks@shef.ac.uk
Faculty of Social Sciences	Mr David Swinn	0114 222 1427	d.swinn@shef.ac.uk
Reception/Thesis Management	Mr Davy Heymann	0114 222 1425	d.heyman@shef.ac.uk